

Introduction

The purpose of this Request for Proposal (RFP) is the solicitation of proposals with bids for a municipal reappraisal of real taxable and nontaxable property in the Town of Fairfax, Vermont.

Vermont licensed contractors are asked to submit proposals based on criteria listed herein. The Request for Proposal represents the requirements for an open and competitive process. Hereafter in this document, "Town" shall refer to Fairfax and "Contractor" shall refer to reappraisal contractor or bid applicant.

Proposals submitted shall be sealed and signed original documents with an electronic copy in PDF format. Each bidder must submit 2 copies of their proposal.

The Town of Fairfax reserves the right to refuse any or all bids.

Please label the proposal envelope "Town of Fairfax Reappraisal" and submit to:

**Chair of Fairfax Selectboard
12 Buck Hollow Rd.
Fairfax, VT 05454**

Completed proposals will be accepted until December 31, 2018 4pm EST. Any proposals received after this date and time will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

Proposals will be reviewed and evaluated between January 7, 2019 and January 21, 2019. The winning bid will be awarded on January 21, 2019. Contractor(s) whose bids were not selected will be notified at this time.

If additional information or consultation are needed from any Contractor during this window, the Contractor will be notified by the Town.

Upon notification, the awarded Contractor will work with the Town to complete the contract negotiation and finalization process. Contract negotiations will be completed by February 4, 2019.

Proposal Guidelines

The Town of Fairfax is primarily a residential community with 10-12 small scale local commercial properties. The Town currently utilizes the Microsolve CAMA and APEX Sketch programs for appraisals of all properties in the Town. Existing data records and sketches have been maintained since our last town-wide reappraisal in 2005. The project will constitute a thorough review of existing data and sketches, as well as a review and updating of CAMA cost tables, physical depreciation, and land schedules.

- Appraise all taxable and nontaxable real property; (see attached 411) using methods and standards of value required by Vermont State Statute, primarily a market-based cost approach to value. Where applicable, the Income Approach to value will be used and appropriate capitalization rate developed.
- Physical inspection of the interior and exterior of all dwellings and taxable structures and other significant buildings is required, to determine utility and functionality, quality of construction and condition (depreciation). Modification of existing sketches and data where necessary and documentation of changes in the “notes” section of the CAMA software is required.
- Review and modify existing land schedule using current land sales and the land residual method. Evaluate existing neighborhood codes and determine land value differences between neighborhoods.
- Develop a Time and Location factor specific to Fairfax and adjust CAMA cost tables to the local market.
- Depreciation tables will be derived from the local real estate market.
- Develop outbuildings depreciation schedule based on remaining life (% remaining).
- Ensure photos of the front and rear of dwellings and other significant buildings are taken and attached to the CAMA record.
- Create and distribute a “Reappraisal Booklet” that contains a description of the property and the old and new assessed values. This booklet will serve as the **Official Change of Appraisal Notice** for the Town and must meet the same criteria as an individual notice of change in appraisal. All expenses relating to the production and distribution of this item must be included in the budget by Contractor.
- Contractor will hold grievance hearing after the distribution of the Reappraisal Booklet within the statutory time frame, providing property owners the opportunity to review and discuss new assessed values. Formal appeals to the Office of Assessor and any subsequent

appeals to the Board of Civil Authority will be the responsibility of the Contractor, with supervision and oversight by the Office of the Assessor.

- **If Contractor must outsource or contract any work to meet the requirement contained herein, this must be clearly stated in the proposal, along with all associated costs. Any proposals which call for outsourcing or contracting work must include the name and description of the individuals being contracted, along with current resumes and references.**

There are 80 inactive parcels

Payment Schedule

Payment will be a monthly rate for a period of 24 months. A holdback amount equal to 10% will be paid after any BCA hearings.

Project Timeline

The reappraisal project shall begin on or soon after 9/1/2019 and must be completed on or before 6/1/2021. Completion includes conclusion of all aspects of the reappraisal contract, including completion of appeals to the BCA and the surrender of all supporting documentation, field records and schedules to the Town. A timeline for property inspections will be developed with the Office of the Assessor during the project initiation and planning phase once a bidder is selected and awarded a contract.

Insurance

The Contractor is responsible for both Liability Insurance and Automobile Insurance on any and all individuals and vehicles assigned to the reappraisal project. Proof of these policies will be furnished to the Town prior to beginning any work for the Town.

Contract terms and conditions will be negotiated upon selection of bidder for this RFP. All contracted terms and conditions will be subject to review by the Town of Fairfax Selectboard.

Bidder Qualifications

Bidders should provide the following items as part of their proposal for consideration;

- Description of experience in mass appraisal and a list of recently completed projects, including contact information for reference review.
- Conceptual framework for completion of the project.
- Project management methodology.
- All proposals must include proposed costs to complete the tasks described in the project scope.
- NOTE: All costs and fees must be clearly described in proposal, including a “per parcel” rate.

Proposal Evaluation Criteria

The Town of Fairfax will evaluate all proposals based on the following criteria. To ensure consideration for this RFP, your proposal should be complete and include all of the following criteria:

- **Overall Proposal Suitability:** Proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- **Organizational Experience:** Bidders will be evaluated on their experience as it pertains to the scope of this project.

- **Value and Cost:** Bidders will be evaluated on the proposed cost of the work to be performed in accordance to the scope of this project.
- **Technical expertise and experience**

***The Town reserves the right to refuse all proposal without exception. ***

Responsibilities of the Town to Reappraisal Project

- Printing and mailing of postcards announcing reappraisal and requesting appointments.
- Office space with access to copy/print/fax/scan and telephones.
- Providing an available copy of parcel maps with 911 locations for in-office use and to data collectors for assistance in the location of properties.
- Scheduling of appointments for interior inspections and grievance hearings.
- Copies of property transfer tax returns for sales review.
- Implementation of the parcel map values and appeals resulting from this activity.
- Accompany Contractor on final review to establish values.
- Office of the Assessor will keep values current for properties with building and/or subdivision permits.

Inability to complete interior inspections must be beyond control of the reviewer and noted on the record